



INVITATION TO RESPOND

Dear Sir/Madam:

The City of Hartford (the City) invites responses for:

RFR #: 5333	SOLICITATION DATE: 3/19/13
SOLICITATION TITLE: Property and Evidence Management System	
SOLICITATION DESCRIPTION: The City of Hartford is requesting bids for a vendor to provide a Property and Evidence Management System which will significantly decrease the time it takes an officer to tag evidence or property.	
SITE LOCATION (if applicable):	
RESPONSE DATE : April 9, 2013	RESPONSE TIME: 2:00 p.m.
DEPT. ASSIGNED CONTRACT #:	EST. COST OF CONSTRUCTION:

A PRE-BID / RESPONSE CONFERENCE HAS BEEN SCHEDULED FOR _____
(Date / Time) (Location)

This pre-bid conference is:

- ☒ **Not Applicable**
☐ **Mandatory** (All prospective bidders are REQUIRED to attend to discuss specifications)
☐ **Non-mandatory** (All prospective bidders are encouraged to attend to discuss specifications)

This solicitation contains the following sections:

Invitation to Respond

Standard Instructions

RFR Affidavit

AA-EEO Agreement & Affidavit

Section 1 – Response Forms

1.1 Response Information & Signature Form

Contract Compliance

- ☒ Affirmative Action / Equal Employment Opportunity Requirements – See Section 3.6
☐ Surety Bond Requirements ☐ Bid Bond ☐ Performance & Payment Bonds
☒ Insurance Requirements – see exhibits below
☐ Set Aside – Ord. Section 2-660 ☐ MWBE ☐ Small Contractor
☐ City-Based Small Business Bid Preference – Ord. Section 2-661
☐ 15% Minority Utilization (City of Hartford Certified MWBE) – Ord. Section 2-682
☐ State of Connecticut DAS Prequalification (Public Construction Project > \$500,000)
☐ OSHA Compliance (Public Works Project > \$100,000)
☐ Wage Requirements – Complete & attach Wage Certification Form

1.2 Response Pricing

1.3 Statement of Qualifications

Section 2 – Specifications/Scope of Services

- ☐ Special Instructions / Conditions included

Section 3 – General Information for Preparation and Delivery of a Response

Section 4 – Terms and Conditions / Labor Compliance

Exhibits

Insurance Certificate for Professional Services

Sincerely,

William Diaz
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860-757-9604

Companies interested in doing business with the City are able to register and maintain their registration via the Internet at:

<https://www.bidsync.com/SupplierRegister?ac=register&posting=true&plan=0®type=default&cmd=next&>